

**GLOUCESTERSHIRE IN YEAR ADMISSIONS COMMON APPLICATION FORM**  
*You must complete this form and return to your preferred school to request a school place*

	<b>CHILD'S DETAILS</b>	<b>PERMANENT HOME ADDRESS</b>			
<b>SURNAME</b>		Please supply <b>proof of your address</b> – see note 2.			
<b>FIRST NAMES</b>					
<b>MALE/FEMALE</b>					
<b>DATE OF BIRTH</b>	Dd/mm/yy				
<b>Current Year Group</b>		If you are <b>moving house</b> , please give your <b>new address</b> and the date of your house move – see note 2:			
<b>Current or last school name and phone number</b>	Tel:				
<b>Date school place is required</b>		<b>Is your child currently in school?</b>	Yes	No	<b>Date last attended school</b>
<b>Date of application</b>		<b>Your Child's Nationality</b>			

**Preferred Gloucestershire School** – Transport assistance is usually only given to your nearest school. If you move to a school further away from your current address you may lose any entitlement.

Name of school	Reason for preference

If your child has a **sibling\*** who is **already** attending a school which you are applying for, please give details below in order to clarify family connections.

\*For definition of 'sibling' please see schools over subscription criteria or admissions policy, available on their website.

Name of School	Brother or Sister (full names)	Date of Birth	Year Group	Date started

Does your child have a **Statement of Special Educational Needs?** Yes No  
*n.b. this does not include School Action or School Action Plus categories.*

Is your child **in the care of a Local Authority?** If so, please give details below. Yes No

Does your child have a **Social Worker?** If so, please give details below. Yes No

Name of Social Worker and contact details.	Name of Local Authority responsible for your child's care

<b>Date received by LA/School</b>	
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For school use only			
	Yes	No	
<b>School place offered</b>			<b>Expected start date:</b>
<b>If place NOT offered, have parents advised of the appeal process</b>			<b>Any additional information given to parents:</b>
<b>Parent referred back to In Year Admissions</b>			<b>Date referred:</b>
<b>Number of pupils on Roll in this year group (not class size) – including the above child if a place has been offered</b>			



To be eligible for consideration of a grammar school place you must have sat the relevant selective test with the school in question.

A school may need to clarify if the pupil requires additional support to ensure the school can meet the needs of the child. The school reserves the right to contact the child's previous school.

Please ensure the details are correct and it is your child's permanent home address; **NOT** the address of a business, a relative, a friend, a childminder, a temporary address or an address to which you hope to move. Please read the Council's official guidance booklet, the schools admissions criteria and the Education transport leaflet, before completing this form – all available on the Council's our website. If you have any general queries, which are not answered in the published literature, please contact the In-Year Admissions Team for further advice and guidance [inyear.admissions@gloucestershire.gov.uk](mailto:inyear.admissions@gloucestershire.gov.uk) **Tel: 01452 426015**

Data Protection Act. The information you provide on the application form, and any additional information you wish to provide will be used for the purpose of allocating a school place for your child. We will share the information internally within the school and with the Council. If your application is for a school in another county we will also share it with other relevant Local Authorities. We will safeguard your personal details and will not divulge them to any other individuals or organisations for any other purposes. The information collected may also be used for the wider purpose of providing statistical data used to assist with monitoring provision and/or areas of need in order to target future resources. If you have a query or concern regarding this, please contact the In-Year Admissions Manager at the address/telephone number at the head of this letter.

### **Notes and Information on the In Year Process**

Further information may be found at [www.gloucestershire.gov.uk/schooladmissions](http://www.gloucestershire.gov.uk/schooladmissions)

1. Please check that details, such as name, date of birth and address are entered accurately. Any error could lead to a delay in processing the application.
2. Proof of address is required for every application, should the school receive more applicants than places available. If you are moving house, we will require proof of your new address for distance purposes.
3. If you are applying directly to us and have not been in the Gloucestershire Education System before you may be asked to supply proof of date of birth to ensure your child is placed in the appropriate year group.
4. If your child has a Statement of Special Educational Needs please contact the SEN team at Gloucestershire County Council **Tel: 01452 425033**
5. If a school holds a waiting list, positions can go up as well as down based on the oversubscription criteria of the school and the circumstances of children. School vacancies change on a daily basis.
6. You are advised not to remove your child from their current school until you have a confirmed place at another school.
7. Out of County applications are advised to apply to their own local authority, even if your preference school is in Gloucestershire.
8. If your preferred school is located in a local authority outside Gloucestershire, you must apply directly to Gloucestershire County Council - please state which local authority the school comes under.
9. Transport will usually only be provided to children who are attending their nearest school, in line with Gloucestershire County Council's policy. If your nearest school is full, Gloucestershire County Council will require a copy of their letter to you advising that they are unable to admit your child, and a copy of this letter must be submitted with your transport request.

**Gloucestershire County Council have a dedicated In-year Admissions Team to assist parents in finding a school place. They can be contacted on 01452 426015 or [inyear.admissions@gloucestershire.gov.uk](mailto:inyear.admissions@gloucestershire.gov.uk)**